

REQUEST FOR PROPOSAL
TO PROVIDE COMPUTER SERVICES FOR THE MIS AND GIS DIVISIONS
OF THE ELECTRONIC INFORMATION SYSTEMS DEPARTMENT



RFP No.: 0349

Proposal Receipt Date: August 12, 2016

Proposal Receipt Time: 4:30 PM

Jefferson Parish
Department of Purchasing
P. O. Box 9
Gretna, Louisiana 70054

(504)364-2678

Revision Date: 10.19.2015

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ATTACHMENT:

Copy of Advertisement

REQUEST FOR PROPOSAL
TO PROVIDE COMPUTER SERVICES FOR THE MIS AND GIS DIVISIONS
OF THE ELECTRONIC INFORMATION SYSTEMS DEPARTMENT

1.1 Background

The EIS Department, through its MIS and GIS Divisions, supports the operations of the administrative and legislative segments of Jefferson Parish government. The administrative segment is represented by the Parish President and his staff. The legislative segment is represented by the Parish Council and its staff.

The EIS Department operates two data centers, one on the East Bank in the Yenni Building and one on the West Bank in the General Government Building in Gretna. The department also supports important server and network equipment installed in the Emergency Operations Center located in Gretna. All other remote parish locations connect to the main data centers through various modes of wide area network transport. The department supports approximately 1700 computer users housed in over 75 locations throughout the parish.

Parish staff, with the aid of contractor technicians and programmers, supports over 30 Windows servers, (version 2008 or newer) and four Linux servers. PCs are running Windows 7 and MS Office Pro 2010 or newer. Off-the-shelf and custom-written software applications use the following databases: Oracle 12c; MS SQL 2008 and 2012. Cisco routers and switches connect the parish local and wide area networks. The parish uses ESRI GIS software products. GIS data is stored in an Oracle database.

The following is a list of the significant systems, services, and software applications for which technical support may be needed. Oracle database administration, Oracle Application Server, Oracle RAC, Oracle WebLogic, Oracle Forms, GIS database support, ESRI system support, OpenText eDocs Document Management and Workflow, Code Enforcement Reporting and Violations System (MS .Net and Oracle), Juvenile Justice Case Management System (.NET and SQL), Exchange 2010, SIOS Datakeeper, Microsoft Hyper-V, VMWare, Mimecast Cloud Archive for Email, Jattheon MailArchiver, Commvault backup products, Stealthbits StealthIntercept and StealthAudit, McAfee EPO, Ruckus WAPs, Cisco Sourcefire Firewall and Web Filter, all Cisco routers, firewalls and switches, management of network infrastructure (AT&T Switched Ethernet, Cox MetroE, Level 3 Internet, fiber, copper, and wireless), VoIP network management, SQL Servers, Linux Servers, Active Directory, DNS, DHCP, WSUS, group policy administration, DCOM Security, VPN, Dell Compellent SAN Storage, and server management. In addition, support is provided for systems in the parish jail in Gretna: lock maintenance, video surveillance, security systems, teleconferencing, wiring and wiring troubleshooting.

The selected proposer may also be assigned to manage portions of MIS projects, such as coordinating WAN connections, reviewing facility wiring with electrical and building contractors, and designing and implementing network configurations. Contractor staff also assists MIS staff with PC issues, as well as run data and telephone cable for small jobs.

The current contractor has subcontracts with an electrical and cable installation company, a GIS development company, and a digital forensics company. The cable installation company handles fiber optic cable installation and repair, and installation of copper cable for large jobs, including drilling and boring. They are also certified to perform electrical work. The digital forensics company has been used on an as-needed basis for investigations involving computer equipment and files. The GIS development company has assisted with GIS web development. The parish would be interested in maintaining the availability of such services as part of a contract.

Some examples of special projects overseen by this department that may require support are: layout design and wiring of the new Performing Arts Center and installation of network and WAP systems; layout design and wiring of seven head Start centers and installation of network and WAP systems; design, electrical wiring, and installation of Yenni 9th floor computer room UPS; design, electrical wiring, and installation of Yenni 7th floor computer room UPS, including load balancing and redundancy. Costs for most special projects are paid by the department or agency that either benefits from the project or manages the project.

If approved by the Jefferson Parish council, the parish will offer a two year contract, with two one-year options to renew. The contract will have an annual cap which would be negotiated in contract discussions with the selected proposer. It should be understood that a cap is the maximum annual value of the contract, unless the council approves an increase during the term of the contract. Actual work awarded is based on need and annual budget, which does not guarantee that the annual cap will be reached.

1.2 Purpose

The purpose of this Request for Proposal (RFP) is to obtain competitive proposals as allowed by Jefferson Parish Code of Ordinances Section 2-895 et. seq. from bona fide, qualified proposers who are interested in providing the scope of work as defined in Part II hereof. By submitting a proposal, proposer agrees to comply with all provisions of Louisiana law as well as compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish (hereinafter sometimes referred to as the "Parish") standard terms and conditions as adopted by Jefferson Parish Council Resolution.

1.3 Goals and Objectives

The Electronic Information Systems Department, MIS Division, currently has five technicians and one tech supervisor to support all of the systems and computer users previously mentioned. The department also has four programmers and one programmer supervisor. This quantity of technical personnel is at the limit of what is necessary for adequate support. Additional technical resources are needed to assist with some daily activities, to fill in during staff outages, and to meet demands of project deadlines. As well, high level technical expertise is needed to support systems for which staff experience is lacking and to introduce new technology into the computer environment. A contractor with similar and additional skills would supplement staff efforts in support of parish computer users, assisting when demand peaks beyond staff capabilities and handling projects that require skills outside of the training of parish staff.

The GIS Division currently has two Oracle programmers, two GIS operators, and one department supervisor. The majority of GIS activity is handled by this very competent group. Oracle database administration skills are needed to assist in keeping the GIS environment running efficiently. In addition, special projects that require extended time to complete are assigned to vendor staff. Migration from the Intergraph GIS to the ESRI GIS is an example of such a project that the current vendor completed in 2015.

The EIS Department divisions assist parish departments with routine and incidental tasks, and take on automation projects for departments. The computer support vendor is expected to assist with these activities. The vendor should bring to the table assets that both supplement and complement operations of the EIS Department divisions. Such assets should be able to perform many of the duties of parish staff, and should introduce new concepts and technologies that would enhance parish operations.

1.4 Proposer Minimum Requirements

Two years or more verifiable paid experience supporting the following:

Oracle 11g or 12c in all of the following areas: database admin, Forms, RAC, Application Server, WebLogic.

ESRI ArcGIS versions 9.3 through 10.3.

Linux Server RHEL 6 & 7.

Windows Server 2008 through 2012 R2. Microsoft certifications desired: MCSE, A+, Microsoft AD.

Microsoft WSUS.

Microsoft group policy.

Microsoft Hyper-V

Exchange 2010.

Exchange replication.

SQL Server 2008 through 2014.

Windows 7, 8, 10.

VMWare V 5 or 6.
 Cisco network equipment. Cisco certifications desired: CISSP, CCNP, CCDP, CCNA, CCDA, INFOSEC.
 Cisco VLAN.
 Cisco VPN.
 Network performance monitoring.
 Voice over IP Systems.
 Document Management and Workflow Systems.
 Wireless Access Points.
 Storage Area Network equipment.
 Windows PCs, printers, and scanners.
 Exchange mail archive service.
 Enterprise antivirus management.
 Host Intrusion Protection.
 Microsoft .NET programming.
 Data backup management to disk and tape.
 Copper and fiber cable installation and repair.
 Software application development.

The Proposer may satisfy the minimum requirements through the use of subcontractors.

References

Proposers must provide a minimum of three (3) references (governmental and/or private), for whom equal or larger scope of services are either currently being provided or have been provided within the last two years. Contact person(s), addresses and telephone numbers for each reference shall be included.

1.5 Schedule of Events

Note: Purchasing Department will complete actual dates and times for items 1-4. Evaluation Committee Meeting Date will be scheduled according to committee members' availability and therefore, Items 5-7 will be determined at later dates.

	<u>Date</u>	<u>Time (CST)</u>
1. RFP mailed to prospective proposers	7/06/16	At least 30 days prior to the last day that proposals will be accepted
2. Pre-Proposal Conference (if required)	7/21/16	10:00 AM
3. Deadline to receive written inquiries	7/29/16	4:30 PM
4. Proposal Receipt Date and Time	8/12/16	4:30 PM

- | | | |
|----|----------------------------------|---|
| 5. | RFP Evaluation Committee Meeting | TBD (approx 2 weeks after proposal receipt) |
|----|----------------------------------|---|

Proposers are encouraged to check the general information board in the General Government Building located at 200 Derbigny St., Gretna and the Joseph S. Yenni Building located at 1221 Elmwood Park Blvd., Jefferson. Additionally proposers may check for meeting information posted on the Jefferson Parish website.

- | | | |
|----|--------------------------------------|--|
| 6. | Council Selection via resolution | To be scheduled (approx. 3-4 weeks after 5.) |
| 7. | Contract Ratification via resolution | To be scheduled (approx. 3-4 weeks after 6.) |

NOTE: The Parish of Jefferson reserves the right to deviate from these dates.

1.6 Proposal Submittal

All proposals including mandated affidavits in accordance with Section 2-895 of the Jefferson Parish Code of Ordinances shall be received by the Jefferson Parish Purchasing Department **no later than date and time shown in the Schedule of Events in order to be considered responsive.**

Important – Clearly mark outside of envelope, box or package with the following information and format:

- Proposal Name: Provide Computer Support and Maintenance for the EIS Department of Jefferson Parish.
- Proposal No. 0349
- Proposal Receipt Date and Time: August 12, 2016 at 4:30 PM

Proposals will be received at:

Jefferson Parish Purchasing Department
200 Derbigny Street, Suite 4400
Gretna, Louisiana 70053

Proposer is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. Jefferson Parish Purchasing is not responsible for any delays caused by the proposer's chosen means of proposal delivery.

Proposer is solely responsible for the timely delivery of its proposal. Late proposals will not be accepted.

PROPOSALS SHALL NOT BE OPENED PUBLICLY. Cost proposals (Price Schedules) shall be submitted in separate, sealed envelopes and shall remain sealed until the RFP Evaluation Committee meeting. PRICES SHALL NOT BE READ UNTIL THE COMPLETION OF THE TECHNICAL EVALUATION. Cost shall be worth twenty-five percent (25%) of the total points assigned. Evaluation of cost shall take place after technical evaluation has been completed.

1.7 Proposal Response Format –

Proposals submitted for consideration should follow the format and order of presentation described below:

- A. Cover Letter: Containing summary of Proposer's ability to perform the services described in the RFP and confirms that Proposer is willing to perform those services and negotiate a contract with the Parish. The letter shall be signed by a person having authority to negotiate and to commit the Proposer to a contract. If proposer is a sole-proprietorship, proposer must include a statement that the company is a sole-proprietorship signed by the owner. If proposer is an agency, corporation, partnership or other legal entity, the president, vice-president, secretary or treasurer, or an authorized agent shall sign the proposal, **and** satisfactory evidence of the authority of the person signing for the agency, corporation, partnership or other legal entity shall be attached to the proposal. A sample corporate resolution may be downloaded from the Purchasing Department webpage of the Jefferson Parish website.

Proposers should exhibit their understanding and approach to the project and address how each element will be accomplished. Proposers are advised that except as otherwise provided by law, all documents submitted to the Parish under this RFP are subject to the Louisiana Public Records Act, LSA-R.S. 44:1 et seq., and may be released when a public records request is made in accordance with the law.

- B. Table of Contents: Organized in the order cited in the format contained herein.
- C. Technical Proposal: Illustrating and describing compliance with the RFP requirements defined in the Scope of Work/Services (Part II) and Proposer Qualifications
- D. Proposer Qualifications and Experience: History and background of Proposer, , including but not limited to status with related services to government entities existing customer satisfaction, demonstrated volume of merchants, etc..
- E. Innovative Concepts: Present innovative concepts, if any, not discussed above for consideration.

- F. Financial Profile: Firms are requested to submit documentation from the past three (3) years demonstrating firm's financial stability. Documentation may include audited financial statements including balance sheets, income statements, documentation regarding retained earnings, assets, liabilities, etc. Such information should be included in the technical portion of the proposal submission and **MUST NOT** be included with the cost proposals.
- G. Cost Proposal: Proposer's fees and other costs shall be submitted in a **separate sealed envelope** with proposal submission in accordance with section 1.3 above. This cost proposal shall include any and all costs the Proposer wishes to have considered in the proposed contractual arrangement with the Parish of Jefferson. Cost shall be worth twenty-five percent (25%) of the total points assigned. Evaluation of cost shall take place after technical evaluation has been completed.

1.8 Number of Response Copies

Each Proposer shall submit one (1) signed original response along with ten (10) additional copies of the proposal, including mandatory affidavits (signed and properly notarized) in original format. In addition, proposer must submit a copy on CD-R/CD-RW media or flash drive as long as data on the disc and/or flash drive is formatted to open in the standard Microsoft Office suite programs (.xls, .doc, .ppt). PDF files are also acceptable. Cost proposals ***should not*** be included in the electronic submission.

Cost proposals must be submitted in a separate sealed envelope, which contains one (1) original and eight (8) additional copies. The envelope will remain sealed until the evaluation committee meets and scores all technical components of this RFP as indicated in the evaluation criteria.

1.9 Legibility/Clarity

Responses to the requirements of this RFP in the formats requested are desirable with all questions answered in as much detail as practicable. The proposer's response shall demonstrate an understanding of the requirements. Proposals shall be prepared simply and economically, providing straightforward, concise descriptions of the proposer's ability to meet the requirements of the RFP. Each Proposer is solely responsible for the accuracy and completeness of its proposal.

1.10 Pre-proposal Conference

A pre-proposal conference will be held at **10:00 AM on July 21, 2016 at the Joseph S. Yenni Building located at 1221 Elmwood Park Blvd., Suite 303, Jefferson, LA 70123.** Prospective proposers may participate in the conference to obtain clarification of the requirements of the RFP and to receive answers to relevant questions thereto. Any firm intending to submit a proposal is encouraged to attend and should have at least one authorized representative attend the Pre-proposal Conference.

Although impromptu questions will be permitted and spontaneous answers will be provided during the conference, the only official answer or position of the Parish of Jefferson will be stated in writing in response to written questions in the form of addenda provided to all prospective proposers.

1.11 Written Inquiries

The Parish shall only consider written and timely communications from proposers. No negotiations, decisions, or actions shall be binding as a result of any oral discussions with any Parish employee or Parish consultant. Answers to questions that materially change or substantially clarify the RFP shall be addressed by addendum and provided to all prospective proposers.

1.12 Inquiry Periods

An initial inquiry period is hereby firmly set for all interested proposers to perform a detailed review of the RFP documents and to submit any written questions relative thereto. *Without exception*, all questions **MUST** be in writing (even if an answer has already been given to an oral question during the Pre-proposal conference) and received by the close of business on the Inquiry Deadline date set forth in the Schedule of Events. Initial inquiries shall not be entertained thereafter. All official responses to inquiries will be communicated in the form of an addendum.

The Parish of Jefferson shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement cycle and operations of our agency and departments. The Parish of Jefferson reasonably expects and requires responsible and interested proposers to conduct their in-depth proposal review and submit initial inquiries in a timely manner.

A final 3-day inquiry period may be granted, if additional questions or requests for clarification are received as a result of an addendum. Questions relative to the addendum shall be submitted no later than three full working days, 4:30pm, from the date the addendum is posted. If necessary, another addendum will be issued to address any final questions received. Thereafter, all proposal documents, including but not limited to the specifications, terms, conditions, plans, etc., will stand as written and/or amended clarified by any addendum issued as a result of the final inquiry period.

Said written inquiries submitted by the proposer, shall clearly cross-reference the relevant RFP section. The Parish shall only respond to those inquiries received by the established deadline. Answers to questions that change or substantially clarify the solicitation shall be issued by addendum and provided to all prospective proposers.

Inquiries in accordance with this section may be delivered by regular mail, express courier, e-mail, hand, or fax to:

Jefferson Parish Purchasing Department
200 Derbigny Street, Suite 4400
Gretna, Louisiana 70053
Phone: (504)364-2678 Fax: (504)364-2693
Buyer Email: sduffy@jeffparish.net

1.13 Required Signed and Notarized Affidavits

Affidavits in accordance with Section 2-895 et. seq. of the Jefferson Parish Code of Ordinances are required with proposal submission. For the convenience of vendors, these affidavits have been combined into one form entitled, *Request for Proposal Affidavit*. **This affidavit (Request for Proposal Affidavit) must be completed, signed, properly notarized and submitted in its original format with the proposal submission. Failure to submit or properly execute the RFP Affidavit will result in the proposal being deemed non-responsive in accordance with Section 2-895(b) of the Jefferson Parish Code of Ordinances.**

All persons or firms who are under contract which were awarded on a non-bid basis with Jefferson Parish or with any of its agencies, divisions or special districts or who submit responses to any request for submittals to contract on a non-bid basis with Jefferson Parish or with any of its agencies, divisions or special districts must identify all subcontractors and persons, excluding full time employees of the firm, who would assist in providing services or materials under the contract or who would share in any fees, commissions or other remuneration under the contract. Each such subcontractor or person shall submit all documents and information required by this section. Substitutions or subsequent addition of subcontractor(s) or other persons to this RFP and any ensuing contract must be requested in writing and ratified by Council resolution. Said written request shall provide to the detailed justification of the compelling need for such addition substitution

1.14 Proposal Guarantee – Not required for this RFP.

1.15 Performance Bond – Not required for this RFP.

1.16 Fidelity Bond Requirements – Not required for this RFP.

1.17 Proposal Validity

All proposals shall be irrevocable and considered valid from the receipt date for acceptance until such time an agreement is executed.

1.18 Changes, Addenda, Withdrawals

If the proposer needs to submit changes or addenda, proposers shall submit changes or addenda in writing, signed by an authorized representative of the proposer. All addenda and changes must cross-reference the relevant RFP section. Said changes or addenda shall be delivered prior to the RFP proposal receipt date and submitted in a sealed envelope to be opened contemporaneously with the proposal submission. Proposer(s) request(s) for withdrawal of responses to this RFP must be submitted in writing and received prior to the RFP receipt date as set forth in the Schedule of Events.

1.19 Cost of Offer Preparation

All submissions in response to this RFP shall be at the sole cost and expense of the proposer and shall not be subject to reimbursement by the Parish of Jefferson.

1.20 Acceptance of Proposal Content

Proposer's submission to this RFP shall be construed as an acceptance to be bound by the terms and conditions stated herein. Any action in contradiction of this acceptance may result in rejection by the Council.

1.21 Written or Oral Discussions/Presentations

The Parish may conduct written or oral discussions with Proposer(s) to clarify and/or enhance the Parish's understanding of submitted material. Any commitments or representations made during these discussions, if conducted, may become formally recorded in the final contract. Conversely, the Parish may make awards based on initial offers. Neither negotiations nor changes to proposals will be allowed during these discussions.

1.22 Standard Terms and Conditions and Non-negotiable Contract Terms

1.22(A) The standard general terms and conditions used by the Parish of Jefferson may be found in Resolution No. 113646. A copy may be obtained from the Parish Clerk's Office, 6th Floor, General Government Building, 200 Derbigny Street, Gretna, LA 70053, 364-2626. A copy of the resolution may also be downloaded by viewing the Purchasing Department webpage of Jefferson Parish's website, www.jeffparish.net.

1.22(B) Non-negotiable contract terms include but are not limited to taxes, assignment of contract, audit of records, EEOC and ADA compliance, record retention,

content of contract/order of precedence, contract changes, force majeure, governing law, including ethics statements, claims or controversies, and termination based on contingency of appropriation of funds.

1.22(C) It shall be the duty of every Parish officer, employee, department, agency, special district, board, and commission; and the duty of every contractor, subcontractor, and licensee of the Parish and the duty of every applicant for certification of eligibility for a Parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to Jefferson Parish Code of Ordinances Section 2-155.10 (19). By submitting a proposal, proposer acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.

1.24 Taxes

Any applicable taxes shall be assumed to be included within the proposer's pricing schedule.

1.25 Selected Proposer's Responsibilities

The selected proposer shall be required to provide all items and services offered in his proposal. The proposer shall be the sole point of contact for all contractual matters, including payment of any and all charges resulting under the contract.

1.26 Sub-Contractor Requirements

If the proposer intends to subcontract portions of the work or to satisfy any of the Proposer Requirements referenced in Section 1.1.2 through the use of a subcontractor, the proposer shall include the name of the subcontractor and specific designations of the tasks to be performed or Vendor Requirements to be met by respective subcontractor(s). The information requested of the proposer under the terms of this RFP shall also be supplied for each subcontractor and shall be included in the proposal. Unless specifically permitted in the contract with the Parish of Jefferson, the successful proposer(s) shall not contract with any other party for furnishing any of the work herein contracted without the ratification by Jefferson Parish Council resolution.

1.27 Insurance Requirements

Proposer shall furnish the Parish with certificates of insurance evidencing mandating coverage(s) pursuant to Resolution No. 113646 and Attachment "B". A copy of Resolution No. 113646 may be downloaded from the Purchasing Department webpage on the Jefferson Parish website, www.jeffparish.net.

1.28 Subcontractor Insurance

The proposer shall include all subcontractors as insured under its policies or shall furnish separate certificates for each subcontractor. All coverages for subcontractors shall be in conformity with Resolution No. 113646. A copy of Resolution No. 113646 may be downloaded from the Purchasing Department webpage on the Jefferson Parish website, www.jeffParish.net.

1.29 No Guarantee of Quantities

The Parish of Jefferson does not guaranty quantity or services required in the scope of work defined in Part II. The quantities of items or extent of scope of work are estimated values. In the event a greater or lesser quantity is required, the Parish reserves the right to increase or decrease said values in accordance with the pricing schedule.

1.30 Contract Negotiations

The Parish administration shall negotiate the details of service delivery, the terms of the contract, and the contract price most advantageous to the Parish with the proposer(s) selected by the Jefferson Parish Council (sometimes referred to throughout this document as the "Council") and submit the contract, in final form, to the Council for ratification. Contract negotiations are limited by section 1.11 Non-negotiable Contract Terms in this RFP. In the event a contract cannot be successfully negotiated, the RFP evaluation committee shall seek authorization from the Council to negotiate a contract with another proposer under that RFP.

1.31 Cancellation of RFP or Rejection of Proposals

In accordance with Section 2-895 of the Parish of Jefferson Code of Ordinances, the Parish through its Council may reject any or all proposals received in response to this RFP, or cancel this RFP prior to proposal receipt date if in the best interest of the Parish.

1.32 Evaluation and Selection

In conformity with Section 2-895 of the Jefferson Parish Code of Ordinances, all Proposer submissions will be evaluated by the RFP Evaluation Committee. Before beginning the evaluation process, the evaluation committee must review the RFP, concerning not only the task of description but also the qualifications and the evaluation criteria. The Evaluation Committee shall be comprised of members from requesting department(s), Research and Budget, Purchasing, Finance and Legal Department (Parish Attorney's Office). The representative of the Legal Department shall act as secretary of the evaluation committee, and is solely responsible for disseminating all information received during the review process. Also, if deemed necessary and duly authorized by Council resolution, additional employees of Jefferson Parish may be appointed as members of the RFP Evaluation Committee. After completion and tallying

of the technical evaluation scores, each scoring evaluation committee member shall sign and date his individual score sheet. After the secretary of the evaluation committee collects all individual score sheets, the Purchasing Department and the requesting department shall tally the individual scores to obtain a total technical evaluation score for each proposer. Following the tabulation of technical scores, the Purchasing Department shall open the sealed pricing proposals, and shall read the pertinent portions of those pricing proposals aloud. To the extent necessary, the evaluation committee may further review and analyze the cost proposals and/or request and receive clarification of the pricing information provided by the proposers for submission to the Council. After discussion of all price proposals, the Finance Department shall calculate the cost evaluation portion of the scoring sheet, using the pricing proposals submitted by proposers and the formula below. The cost evaluation shall constitute twenty-five percent (25%) of the total points assigned, and will be based upon standard cost rates submitted by the proposers. The proposer with the lowest cost shall receive the highest cost evaluation score. Other proposers will receive a cost score computed as follows:

$$CS = (LPC/PC \times X)$$

Where: CS = Computed cost score for Proposer

LPC = Lowest proposed cost of all Proposers

PC = Proposer's cost

X = 25% of the total number of points assigned.

After the Finance Department completes the cost evaluation scores, the Purchasing Department and the requesting department shall each add the cost evaluation scores for each proposer to the tabulated technical scores of each proposer, totaling the final number of points assigned to each proposer. The tabulated score sheet shall be signed and dated by the Purchasing Department and the requesting department. The secretary of the evaluation committee shall collect all individual and tabulated score sheets and deliver them to the Parish Clerk. The Evaluation Committee shall prepare and forward to the Council a memorandum identifying the qualified firms and explaining their rationale. Attached to the memorandum shall be copies of the cost proposals received in accordance with the RFP, along with any analysis or clarification completed regarding those pricing criteria. A list of names of the responsive and responsible proposers shall be submitted to the Council along with a list of the non-responsive and non-responsible offers. Responsibility of a proposer shall be determined in accordance with competitive sealed bids in the Revised Statutes of the State of Louisiana. Responsiveness shall be determined considering the materials that the proposer has submitted and the core requirements of the RFP. Proposers are invited to attend the evaluation meeting(s) and are encouraged to check the Jefferson Parish website, www.jeffparish.net for meeting details.

Upon completions of its analysis, the Council may either (i) adopt the resolution selecting the proposer(s) to supply the non-standard item(s) or perform the statement of work or scope of services; or (ii) reject all proposals. The Council shall select the proposal which received the highest cumulative score from the evaluation committee;

except that the Council may select a proposer other than the highest-ranked proposer provided that proposer selected has been given a cumulative score by the committee that is no more than ten percent (10%) lower than the cumulative score for the highest-ranked proposer.

Award of the contract may be made without discussions after proposals are received and evaluated. Proposals should, therefore, be submitted on the most favorable terms which the proposer can submit, from a technical standpoint; and from a price standpoint. If the evaluation committee determines that discussions are necessary, written submissions or oral discussions/presentations may be required from all proposers.

1.33 Indemnification

Proposer shall agree to indemnify and hold the Parish of Jefferson, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers, harmless against any and all claims, demands, suits, costs, liabilities or judgments for sums of money, and fines or penalties asserted by any party, firm or organization for loss of life or injury or damages to person or property, growing out of, resulting from, or by reason of any negligent acts, errors, and/or omissions by proposer, its agents, servants or employees, while engaged upon or in connection with the services required to be performed by proposer under this RFP.

Further, proposer shall agree to indemnify the Parish of Jefferson, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers for all reasonable expenses and attorney's fees incurred by or imposed in connection therewith for any loss, damage, injury or other casualty pursuant to this RFP. Proposer additionally shall agree to pay all reasonable expenses and attorney's fees incurred by the Parish of Jefferson, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers in establishing the right to indemnity pursuant to the provisions stated herein.

1.34 Payment for Services

The proposer shall address and send the invoice to the Jefferson Parish department that approved requested services pursuant to the payment terms negotiated in the agreement. Payments will be made by the Jefferson Parish Accounting Department no earlier than thirty (30) days after receipt of a properly executed invoice, and approval by the Jefferson Parish department that approved the requested services. Invoices shall include the contract and order number, using department and product purchased. Invoices submitted without the referenced documentation will not be approved for payment until the required information is provided.

With each invoice submitted, the person or firm holding said non-bid contract shall acknowledge that no subcontractors or other persons have been added to the contract without prior Council approval by resolution. Failure to comply with this section shall

result in penalties imposed upon the person or firm under contract as set forth in section 2-935.1 for professional service providers.

1.35 Termination

The proposer affirmatively acknowledges and agrees that the terms of any ensuing agreement shall be binding upon the parties hereto until the work has been completed and accepted by the Parish; but said agreement may be terminated under any or all of the following conditions:

- A. By mutual agreement and consent of the parties hereto.
- B. By the Parish as a consequence of the failure of successful proposer(s) to comply with the terms or quality of work in a satisfactory manner, proper allowance being made for circumstances beyond the control of successful proposer(s) provided the Parish will give successful proposer(s) written notice of any such failure and ten (10) days (or more if authorized in writing by the manager) to cure any such failure.
- C. By either party upon failure of the other party to fulfill its obligation as set forth in the Agreement.
- D. By the Parish for convenience by issuing successful proposer(s) thirty (30) days written notice.

The continuance of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the Council. If the Council fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Parish President to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

1.36 Assignment

The proposer affirmatively acknowledges and agrees that any ensuing agreement shall be binding upon the successors and assigns for the parties hereto. The ensuing agreement being for the personal services of the successful proposer(s) shall not be assigned or subcontracted in whole or in part by said successful proposer(s) as to the services to be performed hereunder without the written consent of the Parish, in the Parish's sole discretion.

1.37 EEOC and ADA Compliance

The proposer agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistant Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act of 1972,

and the Contracting Party agrees to abide by the requirements of the American with Disabilities Act of 1990.

The proposer shall keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect his employees or prospective employees.

Any act of discrimination committed by the proposer, or failure to comply with these statutory obligations, when applicable, shall be grounds for termination of this contract.

1.38 Audit of Records

Proposer(s) affirmatively acknowledges and agrees that pursuant to any ensuring contract, successful proposer shall maintain adequate books of account with respect to its services, in accordance with generally accepted accounting principles (GAAP) in a form and method acceptable to the Parish. Successful proposer(s) shall permit Parish and Parish's agents from time-to-time within forty-eight (48) hours written notice, to inspect, copy and audit during successful proposer(s) normal business office hours, the books and records pertaining to the services provided under this Agreement. Parish's right to audit, inspect, and make copies of FIRM's records shall be at the sole expense of Parish.

Periodic and/or Annual Reports. At any time, the Parish may request that the successful proposer(s) with the minimum of thirty (30) days written notice, prepare and/or produce a report of the results of operations, as it pertains to any ensuring agreement, in the previous fiscal year prepared in accordance with generally accepted accounting principles (GAAP). The report must be prepared and certified by an independent certified public accounting firm. (For purposes of said agreement, each "fiscal year" begins on January 1 and ends on December 31 of the same year.)

1.39 Record Retention

The proposer shall maintain all records in relation to this proposed agreement at its location for a period of at least three (3) years upon expiration or earlier termination of the contract or for a period stipulated by the governing State and Federal regulations, whichever is longer.

1.40 Record Ownership

The proposer acknowledges and agrees that all records, reports, documents, or other material(s) developed or resulting from this RFP shall be the sole property of the Parish of Jefferson, and shall be returned to the Parish by proposer upon request at expiration or earlier termination of this agreement.

1.41 Content of Contract/Order of Precedence

In the event of a conflict among documents, the order of precedence which shall govern is as follows: 1) the final contract; and, 2) the Request for Proposal (RFP) and addenda (if any); and, 3) the proposer's proposal; and, 4) Resolution No. 113646 and any amendments thereto.

1.42 Contract Changes

Upon negotiation of a bona-fide agreement between the parties, no additional changes, amendments, or modifications may be completed without the prior ratification of the Council.

1.43 Substitution of Personnel

In conformity with Section 1.6, substitution of personnel shall be ratified by the Council. In addition to the foregoing, if during the term of the contract, the proposer cannot provide the personnel or subcontractor as stated in its submission, proposer shall submit a written request for substitution supported by résumé of qualifications and written certification that said substitution shall meet or exceed the requirements stated herein. Said substitution shall be at the Parish's sole discretion.

1.44 Force Majeure

The proposer or Parish of Jefferson shall be exempted from performance under the terms and conditions of the negotiated agreement if the proposer or Parish is prevented from performing any services in whole or in part as a result of any act of God, strike, war, civil disturbance, epidemic or court order; provided the proposer or Parish of Jefferson has prudently and promptly acted to undertake any and all corrective steps that the respective parties can perform. Subject to this provision, such nonperformance shall not be construed as considered cause or grounds for early termination of this agreement.

1.45 Governing Law

All activities associated with this RFP process shall be interpreted under the laws of the State of Louisiana. All proposal submissions shall be governed in accordance with provisions of Louisiana State laws and Jefferson Parish Code of Ordinances; standard terms and conditions; Resolution No. 113646.

1.46 Claims or Controversies

Proposer, as evidenced by his signature, agrees that the agreement shall be made in accordance with the laws of the State of Louisiana. The proposer hereby agrees to the

exclusive jurisdiction and venue of the 24th Judicial District Court for the Parish of Jefferson, State of Louisiana.

PART II SCOPE OF WORK/SERVICES

2.1 Scope of Work/Services

A. Anticipated Staffing Requirements

1. High Level System Operations and Programming

Vendor support is needed for management of the parish network and network equipment. Management of network systems is best handled by a select few experienced technicians who are intimately familiar with the network layout. The parish has installed Cisco routers and switches throughout its local and wide area network. The parish WAN and LAN host VoIP services, which were implemented during 2016. A technician, highly experienced with Cisco equipment and VoIP services, plus a backup for that technician, is required to support parish operations.

The parish has over 30 Windows servers, providing a variety of services: host off-the-shelf applications; storage of user files; Windows domain controllers; domain name services. The parish has implemented virtual server software, reducing the number of physical servers. Technicians with knowledge of virtual server operations and virtual server backup are needed to more efficiently utilize hardware and improve disaster recovery capabilities.

The parish uses an Oracle database system for much of its critical applications, such as GIS, Code Enforcement Violations and Regulatory System (CERVIS), Permits and Licenses, and OpenText eDocs document management. The Oracle database system is currently running under Linux OS. An experienced Oracle database administrator with Linux knowledge is needed to support this important system.

The CERVIS application uses MS .Net and Oracle and has been enhanced with the addition of mobile capabilities for field personnel, which uses MS SQL for the two way transfer of data between the system and handheld devices. A programmer is needed to support this custom application and to make changes and enhancements as requested by the Code Enforcement Department.

Knowledge of other systems and services, as indicated on page 3, is required to maintain efficient operation for parish users.

2. Staffing Activity Descriptions

The following are position titles and descriptions that define activities required to support parish operations.

Network and Server Technician – strong knowledge of Cisco routers, switches and firewalls and VoIP services; strong knowledge of MS Exchange operations; strong knowledge of Windows operations; strong knowledge of antivirus software, preferably McAfee; knowledge of virtual server software in a Windows environment; experience with e-mail archiving devices or software; experience with e-mail antispam devices or software; experience with Internet usage monitoring and filtering devices or software.

Microsoft Support Technician – Strong knowledge of Microsoft servers and networking, including domain controllers, DNS, Active Directory, group policy, Windows updating services, server failover clustering; strong knowledge of Exchange and failover clustering; strong knowledge of MS Outlook. Knowledge of e-mail archiving devices or software.

Server Technician – strong knowledge of Windows server operations; knowledge of Windows MS Exchange operations; knowledge of virtual server software in a Windows environment; experience with e-mail archiving devices or software; experience with antivirus software, antispam devices or software, Internet usage monitoring and filtering devices or software; experience with Cisco routers, switches, and firewalls.

PC Technician – strong knowledge of Windows desktop software; experience with remote desktop software; experience connecting Windows PCs, printers, and peripheral devices in a Windows network environment; experience installing Ethernet wiring.

Oracle Database Administrator – strong knowledge of Oracle database setup, configuration, and tuning, versions 11g and 12c; strong knowledge of Linux OS as a host for Oracle database; experience with using Oracle to serve GIS data; strong knowledge of ESRI ArcGIS; extensive experience with setup, tuning, and maintenance of a document management system.

Programmer / Analyst – extensive experience writing programs using Visual Basic, MS .Net, C#, and Oracle Forms; experience with HTML programming.

Project Manager – ability to visualize and document processes, activities, and timelines; ability to communicate with architects, building, electrical, and data wiring contractors and telecommunications vendors; ability to manage staff of technicians and programmers.

3. Special Projects

It is anticipated that additional resources will be needed from time to time for software implementation, and training; and installation of equipment and wiring. Some examples are: wiring and installation of WAPs at Head Start centers; network wiring and installation of switches, routers, and WAPS at the Jefferson

Performing Arts Center; network wiring and installation of switches, routers, and WAPS at the new West Bank Animal Shelter.

B. Application Software Support – Special Projects

The parish prefers to purchase off-the-shelf software whenever such software adequately fits a need. Introduction of a new software application sometimes requires assistance with installation, configuration, training, and initial support.

2.2 Period of Agreement

The term of any contract shall be for 2 years commencing on October 1, 2016, or date of execution if after October 1, 2016. The contract will include an option for the parish to extend for two one-year periods after the initial term.

2.3 Cost Proposal (Price Schedule)

Cost proposals must be submitted in separate sealed envelopes which will remain sealed until such time after the evaluation committee makes its evaluation of the proposals on all factors and criteria state in the RFP. The cost proposals shall not be included in the evaluation criteria. Cost shall be worth twenty-five percent (25%) of the total points assigned. Evaluation of cost shall take place after technical evaluation has been completed.

Pricing must be submitted on the Cost Proposal (Price Schedule) furnished in Attachment "A". All proposed pricing shall be inclusive of all additional costs and expenses. Prices submitted shall remain firm for the term of the contract, unless otherwise negotiated.

2.4 Deliverables

The deliverables indicated in this document are the minimum desired from the successful Proposer. The successful proposer should provide a high level of expertise and should introduce innovative concepts to make parish operations more efficient and to better serve the community.

2.5 Location

The locations where services are to be performed are primarily in the Joseph S. Yenni Bldg and the General Government Bldg, but also at any location within Jefferson Parish as deemed necessary by the work to be performed.

2.6 Financial Profile

Firms are requested to submit documentation from the past 3 years demonstrating firm's financial stability. Documentation may include audited financial statements including balance sheets, income statements, documentation regarding retained earnings, assets, liabilities, etc.

2.7 Proposal Elements

2.7(A) Technical

An affirmative statement is required that the proposer has reviewed the scope of work, understands the nature thereof and is willing and capable of providing the services that are required and proposed.

Proposer shall likewise include any information concerning any innovative concepts pursuant to this RFP and terms and conditions that the proposer desires consideration by the Parish.

2.7(B) Qualifications and Experience

Proposers shall provide a detailed statement of related services to government entities or private entities which identifies customer satisfaction. This statement should provide examples of work performed by such entities.

Résumés must be provided for all key personnel anticipated to be assigned to this project. Résumés of any and all subcontractors shall likewise be included. All résumés must include the statement: "The information contained in this résumé is a factual statement of my knowledge and experience. It is submitted as my intention of being an employee, subcontractor, or subcontractor employee of the principle submitting a proposal to Jefferson Parish." The résumé must be signed by its subject.

PART III EVALUATION

3.1 Evaluation Criteria

A. Technical Proposal – 150 points

Proposals are evaluated on the basis of the following criteria, each weighted as indicated. With the exception of criteria (8.) each criteria should be addressed by the Proposer in the appropriate locations within the proposal, and those locations should be referenced after each criteria listed below.

1. Professional training and experience, with emphasis on responses to Sections 1.4 and 2.7.; 80 points.
2. Capacity for timely completion of the work, taking into consideration the person's or firm's professional and support manpower; 15 points.
3. Past and current work or projects performed for private firms or government entities of similar size and scope as that required in this request for proposal.; 15 points.
4. The nature, quantity and value of parish work previously performed and presently being performed by the person and/or firm submitting; 10 points.
5. Availability of staff to be at locations within the parish where work will be performed; 15 points.
6. Completeness of proposal response and adherence to required response format; 15 points.

B. Cost Proposal – 50 points

Cost shall be worth twenty-five percent (25%) of the total points assigned. Evaluation of cost shall take place after technical evaluation has been completed.

The proposer with the lowest cost shall receive the highest cost evaluation score.

Other proposers will receive a cost score computed as follows:

$$CS = (LPC/PC \times X)$$

Where: CS = Computed cost score for Proposer

LPC = Lowest proposed cost of all Proposers

PC = Proposer's cost

X = 25% of the total number of points assigned

TOTAL MAXIMUM POINTS FOR THIS RFP - 200

PART IV. PERFORMANCE STANDARDS

4.1 Performance Requirements

- Contractor's ability to provide key personnel with knowledge and technical expertise when needed.
- Contractor's timely submission of reports, such as project planning details, information requested by the council or administration, and documentation in the help desk ticket system.
- Contractor's submission of accurate and itemized invoices.
- Contractor's adherence to project schedules and completion dates.

4.2 Performance Measurement/Evaluation

- Staff ability to perform required tasks timely and expertly.
- Ability to support parish technical environment immediately and without interruption for the term of the contract.
- Introduction of new technology and concepts that make parish operations more efficient.
- Cooperation and communication with parish management and parish technical staff.
- Completion of projects within agreed time and budget.

Attachment "A"

PARISH OF JEFFERSON

PRICE PROFILE

Anticipated Staffing

The requested staff pricing on this form will be used to compare the cost of competing submittals. The hours suggested on this form do not guarantee that these hours will be assigned to vendor staff. The hours are indicated to allow for a comparison of price proposals. All work is assigned on an as-needed basis. Descriptions for job titles can be found in section II. A. 2., starting on page 21. It is acceptable for one person to perform more than one role, for example, Oracle Administrator and Programmer / Analyst.

Price

Network & Server Tech	\$ _____ /HR x 160 Hrs/Month = \$ _____
Server Tech	\$ _____ /HR x 160 Hrs/Month = \$ _____
Microsoft Tech	\$ _____ /HR x 150 Hrs/Month = \$ _____
PC Tech	\$ _____ /HR x 170 Hrs/Month = \$ _____
Oracle Administrator	\$ _____ /HR x 60 Hrs/Month = \$ _____
Programmer / Analyst	\$ _____ /HR x 130 Hrs/Month = \$ _____
Project Manager	\$ _____ /HR x 125 Hrs/Month = \$ _____

Total Price \$ _____

ATTACHMENT "B"

STANDARD INSURANCE REQUIREMENTS - RFP

All required insurance under this proposal shall conform to Jefferson Parish Resolution No. 113646, as applicable. Successful proposers may not commence any work under any ensuing contract unless and until all required insurance and associated evidentiary requirements thereto have been met, along with any additional specifications contained in the RFP. Except as where otherwise precluded by law, the Parish Attorney or his designee, with the concurrence of the Director of Risk Management or his designee, may agree on a case-by-case basis, to deviate from Jefferson Parish's standard insurance requirements, as provided in this Section. Vendors requesting deviation therefrom shall submit such requests in writing, along with compelling substantiation, to the Purchasing Department prior to the RFP's due date. Any changes to the insurance requirements will be reflected in the RFP and addenda. Prior to contract execution and at all times thereafter during the term of such contract, successful proposers must provide and continuously maintain all coverages as required by the foregoing Resolution, and the contract documents. Failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

JEFFERSON PARISH REQUIRED STANDARD INSURANCE

☒ WORKER'S COMPENSATION INSURANCE

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

Note: If your company is not required by law to carry workmen's compensation insurance, i.e. not a Louisiana company, sole employee of the company, then proposers must request a workmen's compensation insurance declaration affidavit prior to the RFP opening date. This insurance declaration affidavit (in original format) must be fully completed, signed, properly notarized and submitted with the proposal submission.

☒ COMMERCIAL GENERAL LIABILITY

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

☒ COMPREHENSIVE AUTOMOBILE LIABILITY

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence.
Property Damage Liability \$1,000,000.00 each occurrence.

Note: This category may be omitted if proposers do not/will not utilize company vehicles for the project or do not possess company vehicles. Proposer must request an automobile insurance declaration affidavit prior to the RFP opening date. This insurance declaration affidavit (in original format) must be fully completed, signed, properly notarized and submitted with the proposal submission.

DEDUCTIBLES

No insurance required shall include a deductible not greater than \$10,000.00. The cost of the deductible shall be borne by the successful proposer.

NOTE: If the vendor requires a change in deductibles, the request must be submitted in writing to the Purchasing Department prior to the due date of the RFP. Such request shall be reviewed by the Parish Attorney's Office with the concurrence of the Director of Risk Management.

UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements.

Request for Proposals #0349

Project Description

PROVIDE COMPUTER SUPPORT AND MAINTENANCE FOR THE EIS DEPARTMENT OF JEFFERSON PARISH

The Jefferson Parish Department of Purchasing is soliciting Request for Proposals (RFP'S) from qualified proposers who are interested in providing Computer support and maintenance for the for the Jefferson Parish EIS Department.

Request for Proposals will be received until 4:30 p.m. Local Time on: Friday, August 12, 2016.

Acknowledge Receipt of Addenda: Number: _____
Number: _____
Number: _____
Number: _____
Number: _____
Number: _____

Name of Proposer: _____

Address: _____

Phone Number: _____ Fax Number _____

Type Name of Person Authorized to Sign: _____

Title of Person Authorized to Sign: _____

Signature of Person Authorized to Sign: _____

Email Address of Person Authorized to Sign: _____

Date: _____

This RFP signature page must be signed by an authorized Representative of the Company/Firm for proposal to be valid. Signing indicates you have read and comply with the Instructions and Conditions.

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

INCORPORATED.

AT THE MEETING OF DIRECTORS OF _____
INCORPORATED, DULY NOTICED AND HELD ON _____,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT WAS:

RESOLVED THAT _____, BE AND IS HEREBY
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-FACT OF
THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON BEHALF OF THIS
CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS AND TRANSACTIONS WITH
THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES, DEPARTMENTS, EMPLOYEES OR
AGENTS, INCLUDING BUT NOT LIMITED TO, THE EXECUTION OF ALL PROPOSALS,
PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES, CONTRACTS AND ACTS AND TO
RECEIVE ALL PURCHASE ORDERS AND NOTICES ISSUED PURSUANT TO THE PROVISIONS
OF ANY SUCH PROPOSAL OR CONTRACT, THIS CORPORATION HEREBY RATIFYING,
APPROVING, CONFIRMING, AND ACCEPTING EACH AND EVERY SUCH ACT PERFORMED
BY SAID AGENT AND ATTORNEY-IN-FACT.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE
AND CORRECT COPY OF AN EXCERPT OF THE
MINUTES OF THE ABOVE DATED MEETING OF THE
BOARD OF DIRECTORS OF SAID CORPORATION,
AND THE SAME HAS NOT BEEN REVOKED OR
RESCINDED.

SECRETARY-TREASURER

DATE

Request for Proposal Affidavit Instructions

- Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and Parish laws.
- Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.
- Affidavit must be notarized or the affidavit will not be accepted.
- Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.
- Affiant **MUST** select either A or B when required or the affidavit will not be accepted.
- Affiants who select choice A must include an attachment or the affidavit will not be accepted.
- If both choice A and B are selected, the affidavit will not be accepted.
- Affidavit marked N/A will not be accepted.
- It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the Council acts on the matter.
- Failure to submit or properly execute the RFP Affidavit will result in the proposal being deemed non-responsive in accordance with Sec. 2-895(b) of the Jefferson Parish Code of Ordinances

Instruction sheet may be omitted when submitting the affidavit

Request for Proposal

AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared: _____
_____, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized _____ of _____ (Entity),
the party who submitted a proposal in response to RFP Number _____, to the Parish of
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B _____ there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Affiant further said:

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B _____ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

Solicitation of Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all elected officials of the Parish of Jefferson, whether still holding office at the time of the affidavit or not, where the elected official, individually, either by **telephone or by personal contact**, solicited a campaign contribution or other monetary consideration from the Entity, including the Entity's officers, directors and owners, and employees owning twenty-five percent (25%) or more of the Entity, during the two-year period immediately preceding the date the affidavit is signed. Further, to the extent known to the Affiant, the date of any such solicitation is included on the attached list.

Choice B _____ there are **NO** solicitations for campaign contributions which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

Affiant further said:

Subcontractor Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Affiant further said that attached is a listing of all subcontractors, excluding full time employees, who may assist in providing professional services for the aforementioned RFP.

Choice B _____ There are **NO** subcontractors which would require disclosure under Choice A of this section.

Signature of Affiant

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE _____ DAY OF _____, 20____.

Notary Public

Printed Name of Notary

Notary/Bar Roll Number

My commission expires _____.

REQUEST FOR PROPOSAL
RFP 0349

Jefferson Parish Department of Purchasing is soliciting Request for Proposals (RFPs) from qualified firms to provide **Computer Services** for the MIS and GIS Division of the Electronic Information Systems Department for Jefferson Parish.

PROVIDE COMPUTER SUPPORT AND MAINTENANCE FOR THE EIS DEPARTMENT.

All proposals will be evaluated on criteria such as vendor's technical proposal, qualifications and experience, financial profile and proposal responsiveness and other criteria more specifically defined in the RFP document. The maximum total points for each proposal are set at 200 points

PRE-Proposal Conference: JULY 21, 2016, at 10:00 a.m. in the Joseph S. Yenni Building located at 1221 Elmwood Park Blvd., Suite 303, Jefferson, LA 70123.

REQUEST FOR PROPOSALS WILL BE RECEIVED IN THE:
JEFFERSON PARISH PURCHASING DEPARTMENT
GENERAL GOVERNMENT BUILDING
200 DERBIGNY STREET, SUITE 4400
GRETN, LA 70053

UNTIL **4:30 P.M.** LOCAL TIME ON **AUGUST 12, 2016**

The Jefferson Parish Council reserves the right to accept or reject any and all proposals, in whole or part, pursuant to the law.

A copy of the RFP is available gratis from: <http://purchasing.jeffparish.net> or
Jefferson Parish Purchasing Department
General Government Building
200 Derbigny Street, Suite 4400
Gretna, LA 70053
(504)-364-2678

Brenda J. Campos
Director
Purchasing Department

Jenifer Lotz
Chief Buyer
Purchasing Department

ADV: The Times Picayune: July 6, 13 and 20, 2016